B0161 Employee Headcount Over Time

Report Description:

The B0161: Employee Headcount Over Time shows employee headcounts over one or more time periods. Free characteristics include demographics and employee pay information.

### Report Location:

PA: Employee Headcount

Report uses:

- This crosstab report shows employee headcounts over one or more time periods.
- Available Objects include demographics and employee pay information.
- This report can be used to compare employee counts over different months to measure employment fluctuations and trends.

How to run this report

This report has two mandatory prompts, two optional prompts and one exclusion prompt.
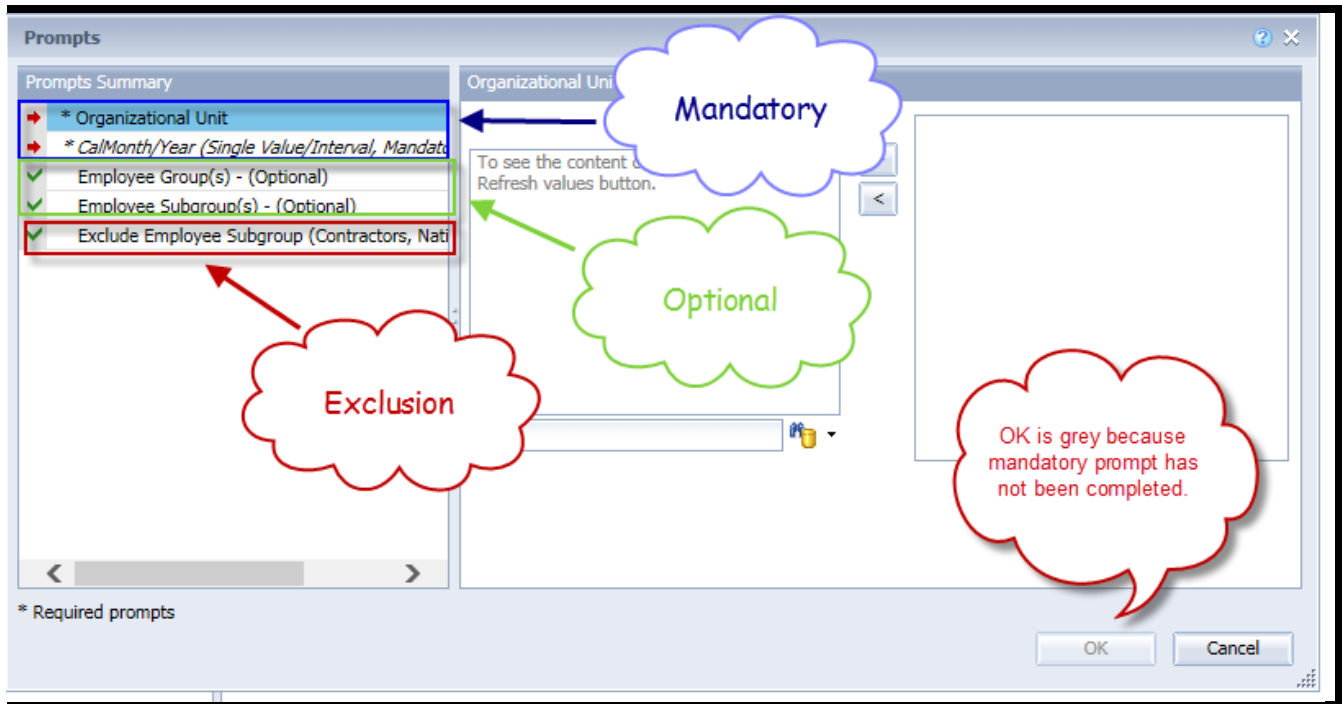
Mandatory Prompts:

Mandatory prompts have a red asterisk indicator (*) on the left side of the prompts. When a valid value(s) is entered, this indicator will turn into a green check mark (✓).

➔ ***Organizational Unit** – To select data for this prompt,
  - Make sure the "Organizational Unit" is selected (1).
  - Click "Refresh Values" to see the list of Organization Units (2).
  - Navigate down to select the desired Organizational Unit (3).
  - Click the right arrow to add it to the selection box (4).
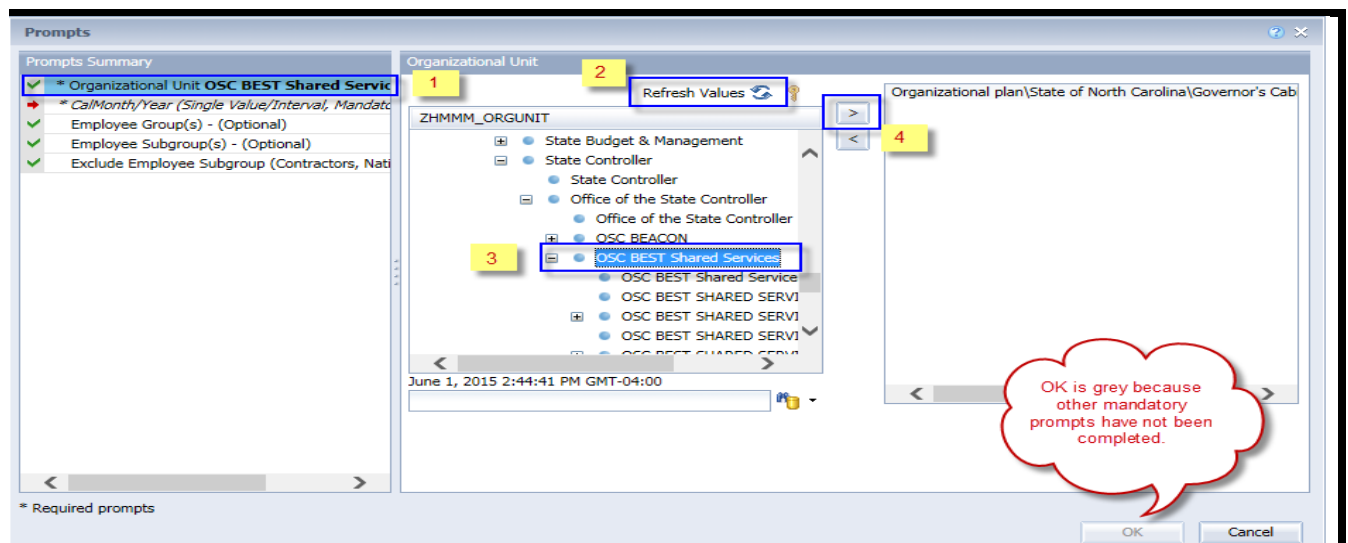
➔ ***Calendar Month/year** – To select data for this prompt,
  - Make sure the Calendar Month(s)/Years prompt is selected (1).
  - Click "Refresh Values" (2).
  - Narrow down the date selection by using the wildcard *YYYY format in the search field and press the enter (3)
  - Select the first date in your range (4).
  - Click the right arrow button for "Start value" (5).
  - Click the last date in your range (6)
  - Click on the right arrow button for "End value" (7).
  - If no other prompts are required, click the "OK" button to run the report.

Optional Prompts:

Optional prompts are indicated with a green check mark (✓) but are not pre-filled or required. They are used to assist with limiting the amount of data that is retrieved into the body of the report. The optional prompts on this report are:

- ✓ **Employee Group(s) - (Optional):** To select data for this prompt,
  - Make sure the "Employee Group(s) - (Optional)" prompt is selected (1).
  - Narrow down the Employee Group selection by using the wildcard * format in the search field and press the enter (2)
  - Navigate down to select the desired Employee Group (3).
  - Click the right arrow button for "Employee Group" (4).
  - **OR** if you know the Employee Group key or Employee Group name, you can skip steps 2 through 4 and enter it directly in (5) and click the down arrow button icon (6) to select.

✓ **Employee Subgroup(s) - (Optional):** To select data for this prompt,
- Make sure the "Employee Subgroup(s) - (Optional)" prompt is selected (1)
- Narrow down the Employee Subgroup selection by using the wildcard * format in the search field and press enter (2).
- Navigate down to select the desired Employee Subgroup (3)
- Click the right arrow button for "Employee Subgroup" (4).
- **OR** if you know the Employee Subgroup key or Employee Subgroup name, you can skip steps 2 through 4 and enter it directly in (5) and click on the right arrow button (6) to select.

📂 *Note: Please select an Employee Subgroup relevant to the Employee Group selected. Otherwise report will show no result.*

Exclusion Prompts:

Exclusion prompts are also indicated with a green check mark (✓) but are generally prefilled with a specific set of data values. They are provided as a way to exclude specified data by default while allowing customers the flexibility of changing them when necessary. Any rows containing data values listed in the exclusion selection box will not be fetched into the report.

✓ **Exclude Employee SubGroup (Contractors, National Guard) G1; G5** – To remove this exclusion,
  - Make sure the Exclude Employee Subgroup prompt is selected (1).
  - Click G1 and/or G5 in the selection box (2)
  - Click the left arrow (3).
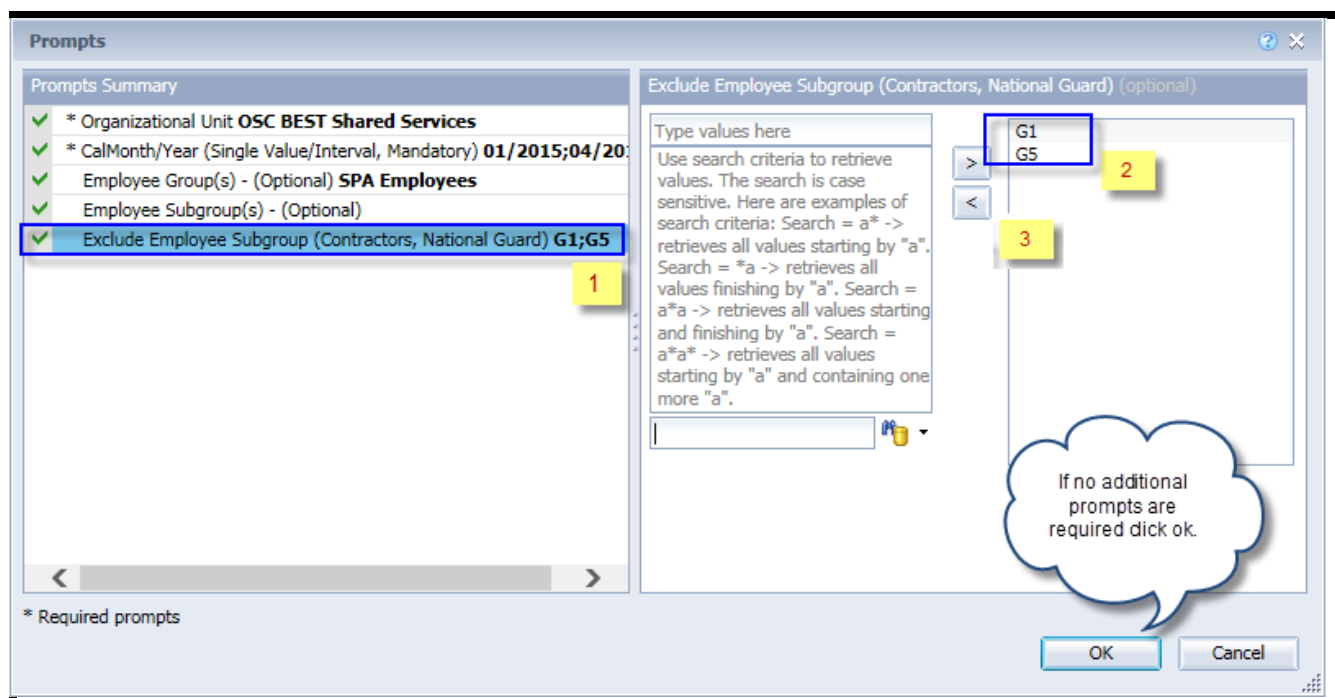
📂 *If you want Contractors to be included in the report, click the left arrow to clear G1 from the prompt and run.*

Initial Layout:

The report is generated with a list of Organizational No. of Employees by Employee Subgroup for each month.

B0161: Employee Headcount Over Time

Execution Date:1/24/18

Calendar Month/Year: 10/.

Personnel Area	Org Unit	Org Unit Desc	Cal Year/Month Employee Group	2017/10 Number of Employees	2017/12 Number of Employees	2018/01 Number of Employees
State Controller	20000087	OSC BEST Shared Services	SPA Employees	3	3	3
State Controller	20010652	OSC BEST SHARED SERVICES Human Res	SPA Employees	3	4	3
State Controller	20010653	OSC BEST SHARED SERVICES Payroll & Time	SPA Employees	11	11	11
State Controller	20010655	OSC BEST SHARED SERVICES Benefits	SPA Employees	12	9	11
State Controller	20013608	OSC BEST SHARED SERVICES Call Center	SPA Employees	21	22	22
State Controller	20013609	OSC BEST SHARED SERVICES PY & T Process	SPA Employees	7	7	7
State Controller	20013610	OSC BEST SHARED SERVICES PY & T Accting	SPA Employees	4	4	4
State Controller	21000712	OSC BEST SHARED SERVICES CALL CTR TEAM 1	SPA Employees	9	9	9
State Controller	21000714	OSC BEST SHARED SERVICES CALL CTR TEAM 3	SPA Employees	2	2	2
State Controller	21004600	OSC BEST SHARED SVCS PY & T Garnishments	SPA Employees	4	4	4
Personnel Area - State Controller				76	75	76
Total				76	75	76

Available Objects:

This is a list of the available objects that can be added to the report, once in Design mode:

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B0161: Employee Headcount Over Time       Length of Service              Veteran Status
    Action Type                           Military Status                EPA Employees
    Agency Hire Date                      Organizational Unit            Judicial Employees
    Age Range                             Original Hire Date             Number of Armed Forces Veterans
    Calendar Day                          Personnel Area                 Number of Disabled Veterans
    Cal Mth/Yr                            Personnel Subarea              Number of Employees
    Challenge Indicator                   Pos Addr Street                Number of Employees with Military Status
    Country                               Pos City                       Number of Non Veteran Employees
    Disability code                       Pos Country                    Number of Other Protected Veterans
    Employee                              Pos County                     Number of Protected Veterans
    Employee's Name                       Position                       Number of Recently Separated Veterans
    Employee Group                        Retired Veteran                Number of Retired Veterans
    Employee Subgroup                     Salary Range                   Number of Separated Veterans
    Employment Status                     Separated Veteran              Number of Special Disabled Veterans
    Emp Pay Area                          SOC Code                       Number of Unprotected Veterans
    Emp Pay Group                         Spouse of Disabled Veteran     Number of Veteran Employees
    Emp Pay Level                         Spouse or Surviving Dependent of Deceased Veteran   Number of Vietnam ERA Veterans
    Emp Pay Type                          State                          SPA Employees
    ESG CAP                               Supv Employee                  Spouse of Disabled Veterans Headcount
    Ethnic Origin                         Supv Position                  Spouse or Surviving Dependent of Deceased Veteran Headcount
    Fiscal period                         Vet: Armed Forces              Supplemental Employees
    Fiscal year                           Vet: Disabled Veteran          Variables
    Fiscal year/period                    Vet: Discharge date                Armed Forces Service Medal Veteran
    Fiscal Year Variant                   Vet: Non Veteran                   Cal Year/Month
    Gender                                Vet: Not Protected                 Disabled Veteran
    Job                                   Vet: Other Protected               Military Status
    Job Branch                            Vet: Protected                     Non-Veteran
    Job Family                            Vet: Recently Separated            Not a Protected Veteran
                                          Vet: Special Disabled              Other Protected Veteran
                                          Vet: Vietnam Era                   Protected Veteran
                                          Veteran Status                     Recently Separated Veteran
                                                                             Special Disabled Veteran
                                                                             Veteran Status
                                                                             Vietnam ERA Veteran
```

Special Report Considerations/Features:

- This report is in Cross Tab format with Personnel Area, Org Unit and Employee Group in Rows and Cal Year/Month in columns.
- Report has a break and subtotal on Personnel Area.
- Employee Subgroup G1 – Contractors and G5 – National Guards are excluded from the report. Reference the Exclusion Prompt "**Exclude Employee SubGroup (Contractors, National Guard) G1; G5"** for details.
- Employment Status - Active. Report runs for Active Employees only.

Change Log:

Effective 9/3/2014
• Initial creation
Effective 1/25/2018
• Report converted to new BI format.